

APPENDIX C

MISSOURI DEPARTMENT OF NATURAL RESOURCES

MISSOURI ENVIRONMENTAL MANAGEMENT PARTNERSHIP

ANNUAL

REPORT

INSTRUCTIONS

MISSOURI ENVIRONMENTAL MANAGEMENT PARTNERSHIP

ANNUAL REPORT INSTRUCTIONS

General Instructions:

All organizations participating in the Missouri Environmental Management Partnership (MEMP) must provide the Department of Natural Resources, Environmental Assistance Office (EAO) with an annual report regarding the status of their Environmental Management System (EMS). This report should be based on an internal assessment or third-party audit completed no more than three months before submission of the report. The report should be submitted in accord with the schedule set at the time of entry into the MEMP, or a schedule subsequently accepted by the department.

Attached to these instructions is a suggested cover sheet for a MEMP annual report. Pages presenting the required information should be attached to the cover sheet.

Definitions:

Nonconformance: The failure to fulfill a requirement of a MEMP EMS element or participation condition.

Minor Nonconformance: A single lapse in an organization's conformance with specified requirements.

Major Nonconformance: The failure to address any one or more of the basic MEMP EMS elements or to fulfill any of the participation conditions; sufficient minor nonconformance to lead to the conclusion that a pattern exists and the requirements are not effectively implemented; or serious noncompliance with applicable regulatory requirements.

Contents of the Annual Report:

For all facilities, the report should address each of the MEMP EMS elements:

- a. Environmental Policy Statement
- b. Environmental Impacts
- c. Legal and Other Requirements
- d. Objectives and Targets
- e. Roles and Responsibilities
- f. Recordkeeping and Reporting
- g. Training
- h. Emergency Response
- i. Assessment
- j. Corrective Action

Certified and Certified Advanced Partners must also address:

k. The current status of their 3rd party certification

Advanced and Certified Advanced Partners must also address:

l. Communication with the community and other stakeholders

Partners and Certified Partners: Specify changes to the basic EMS elements that were made during the year. For each lettered item, state the number of minor and major nonconformances as noted in the most recent (a through k) internal assessment or 3rd party audit. The current status of conformance for each lettered item should also be noted, and, if there was nonconformance during the year, what action was taken to correct deficiencies.

Advanced Partners and Certified Advanced Partners: Describe any changes to the basic EMS elements that were made during the year and the underlying reasons for those changes. For each lettered item (a through l), outline major activities of the past year. Also, for each lettered item, state the number of minor and major nonconformances as noted in the most recent internal assessment or 3rd party audit. The current status of conformance for each lettered item should be noted, and, if there was nonconformance during the year, what were the causes of the nonconformance and what action was taken to correct deficiencies.

Additional instructions for specific lettered items:

- a. The environmental policy commits the organization to continual improvement of the EMS. Describe activities that demonstrate the organization's continual improvement during the last 12 months with respect to EMS provisions. For Advanced and Certified Advanced Partners, also describe the steps or activities that demonstrate continual improvement with an end-result of pollution prevention (source reduction) (P2). Describe P2 practices being used. Describe P2 practices under consideration. Has a P2 plan been developed? If so, what is the status of implementation of the P2 plan?
- c. This should include a description of the status of compliance with legal requirements.
- d. Describe the organization's status toward implementation of objectives and targets and results achieved in the past year. With respect to results achieved, the annual report should outline net reductions of waste releases, net reductions in use of energy and water, and other environmental protection measures under the EMS. Advanced and Certified Advanced Partners, address performance more protective than legal requirements.
- l. Advanced and Certified Advanced Partners, describe the activities during the last 12 months aimed at community and other stakeholder information and involvement regarding the organization's EMS. What were the results? What

were the major issues raised by the community and other stakeholders? Has the organization's definition of community or stakeholder been changed during the past year?

Member comments and suggestions:

Members of the Missouri Environmental Management Partnership are encouraged to mention and discuss their reactions to and suggestions about the MEMP program with their assigned gatekeeper at any time. Comments about program modifications are encouraged and will be considered by the department as part of periodic program review and improvement activities. As an optional component of the annual report, a member may include MEMP program improvement suggestions.

Missouri Environmental Management Partnership Annual Report

FOR PERIOD: _____ / _____ / _____ to _____ / _____ / _____			
ORGANIZATION _____			
MAILING ADDRESS _____		CITY _____	STATE _____ ZIP CODE _____
PHONE NUMBER _____		FAX NUMBER _____	WEB ADDRESS _____
MEMPH STATUS <div style="display: flex; justify-content: space-around;"> Partner Certified Partner Advanced Partner Certified Advanced Partner </div>			
The information in this annual report is true, accurate and complete to the best of my knowledge.			
EMS REPRESENTATIVE (PRINTED) _____		INTERNET E-MAIL ADDRESS _____	
SIGNATURE OF EMS REPRESENTATIVE _____		DATE _____	

Submit to: Missouri Department of Natural Resources
 Environmental Assistance Office
 P.O. Box 176
 Jefferson City, MO 65102-0176

ATTENTION OF GATEKEEPER: _____